



**Board of Nursing Home Administrators
MINUTES
May 18, 2007**

- Time:** 10:00 a.m.
- Location:** The Fountains at Pacific Regent
919 109th Avenue NE
Bellevue, WA 98004
(425) 646-3993
Link for directions at the end of this notice
- Contact Person:** Kendra Pitzler, Program Manager
(360) 236-4723
- Board Members:** Susan Quigley, Chair, NHA
Daniel Murray, Vice-Chair, NHA
Stacy Mesaros, NHA
Kylle Fish, NHA
Ila Pound, RN
Mary Sue Gorski, ARNP
Mary Ersek, RN
Mely Davenport, RN
Carol F. Hart, Public Member
- Assistant Attorney General:** Gail Yu, Assistant Attorney General
- Staff:** Paula Meyer, Executive Director
Judy Young, Staff Attorney
Kendra Pitzler, Program Manager
Robin Sheldon, Program Assistant
Teresa Corrado, Licensing Manager
- 1. Opening – Susan Quigley, Chair – DISCUSSION/ACTION**
- A.** Call to Order – Susan Quigley, Chair, called the meeting to order on May 18, 2007, 10:03 a.m.
 - B.** Introductions – Made by the Board of Nursing Home Administrators (BNHA) members and staff.
 - C.** Order of Agenda - Add Agenda item #6, E: Board Commission Chair Meeting, May 14, 2007.
 - D.** Correspondence – There was no correspondence.
 - E.** Announcements – There was no announcements.
 - F.** Other – Typo on Agenda Item #3, A, within explanation. Change from Ms. Latch to Ms. Latsch.

2. Consent Agenda—DISCUSSION/ACTION

Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Board without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

- A. Approval of May 18, 2007 agenda.
- B. Approval of February 9, 2007 minutes.
- C. Ethics Board News.
- D. Oregon Board Statistics.
- E. Updated Board Roster.
- F. Nursing Newsletter.

DECISION: A motion was made and passed to accept the consent agenda items.

3. Discipline Issues - DISCUSSION/ACTION

- A. Updated disciplinary guidelines - Patti Latsch – 10:30

Ms. Latsch will make a presentation and the Board will decide whether to adopt the updated disciplinary guidelines.

DECISION: Board agrees that the word “revoked” means “denial”. Rules for the disciplinary guidelines will be determined at a later date. A ‘Disciplinary Hearing Kit’ will be provided by Ms. Latsch, scheduled before the next BNHA meeting. A motion was made and passed to accept the Grid, as found in the Disciplinary Guidelines Manual.

- B. Review of RBM Analysis Form – *The Board will review the updated form and decide whether to further amend or adopt this form.*

DECISION: Some items on the form are not necessary, but can apply. A motion was made and passed to accept the form.

4. Public Disclosure Act – Approved CE Providers – *The Board will review the public disclosure law with regard to CE Providers and determine whether to approve request to be an approved provider.*

- A. RMP Associates.

DECISION: Criteria for formal approval of disclosure request maybe devised. Criteria may be developed to qualify continuing education vendors for automatic approval. Motion made and approved to direct more research to develop criteria.

B. SEIU.

5. Sub-committee Updates - DISCUSSION/ACTION

- Administrator in Training Sub-committee update - Susan Quigley.

DECISION: Sub-committee to continue to work on the development of Preceptor Training Manual and criteria for standards. Kylie Fish is added to the committee.

Motion made and approved to start process to gain competitive contract bids for state program.

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6. Executive Director Report – Paula Meyer - DISCUSSION/ACTION

A. 2007 Legislation Update.

B. HPQA Statistics: Cases closed from 7/05-11/06.

C. Citizen Advisory Council (CAC) Meeting in Seattle.

D. Nursing Commission Workshop – *Presentation regarding whether the Board should attend this workshop in July 2007.*

DECISION: More information is needed before a decision to attend is approved. Follow-up information will be provided to all attendees by electronic mail.

7. Program Manager Report – Kendra Pitzler - DISCUSSION/ACTION

A. Budget Report - *Review.*

B. Health Profession's fee notification. *The Board will review the change in fees for the Nursing Home Administrators.*

C. Rules Updates – Sexual Misconduct & Licensure Rules.

D. NAB Regional Call – March 2007.

E. Continuing Education Audits – *Presentation on current activities.*

F. Board of Pharmacy Drug Disposal Rules – *Update.*

G. WA State Council on Problem Gambling – *Introduction and discussion regarding gambling addictions in relation to a Nursing Home Administrators license.*

8. Administrative Work – DISCUSSION/ACTION

A. Business Plan – Goals/Objectives for upcoming biennium – *The Board will update the business plan for the 07-09 bienniums.*

DECISION: Publishing ideas discussed, including newsletters and articles. Financing publications may be funded through grants. Discussion regarding distribution, included mailings, online access, and links may be added to current online publications, and listserv. Added to goals is Preceptor Training.

B. Operating Agreement – *The Board will review the operating agreement to determine if it should continue without changes for the 07-09 bienniums.*

DECISION: Motion made and passed to accept the operating agreement.

C. **Delegation Forms** – *Update of delegation forms. The Board will decide whether to update signature delegation to staff.*

DECISION:

9. Set 2008 Meeting Dates - DISCUSSION/ACTION - The Board will discuss and may adopt meeting dates for 2008.

10. Presentation of Default Order Bernard L. Gunderman – Judy Young – DISCUSSION/ACTION

11. Closed Session – Case Authorization & Case Disposition Panels, as needed.

RCW 18.130 gives the Board authority to investigate all complaints and reports of unprofessional conduct as well as issue statement of charges or settlement agreements. This law also gives the Board the authority to establish panels consisting of three or

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more to perform these duties. Case Authorization and Case Disposition panels are used to review complaints and investigations to determine appropriate actions.

- 12. Closing** - Susan Quigley, Chair, adjourned the BNHA business meeting on May 18, 2007, at 3:35 p.m. Minutes recorded by Robin Sheldon.

Date approved: _____

Chair: _____